MANAGEMENT OF MANAGEMENT AND BUDGET





Duane E. Berger, Director

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DONALD H. GILMER, STATE BUDGET DIRECTOR

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The Department of Management and Budget has legal authority under the Management and Budget Act, Public Act 431 of 1984, as amended. The department is the summation of the former Department of Administration, which was created by Public Act 51 of 1948, as well as functions that had been under the Office of the Governor, such as budgeting, that were transferred by Executive Order No. 1973-7.

The Department of Management and Budget is an interdepartmental service and management agency responsible for providing financial management, property management, capital facility development, procurement, retirement and related benefits, employee benefits programs, accounting and payroll functions, demographic functions, geographic information, systems development, and office support services to state agencies. The State Budget Director prepares, presents, and executes the state budget on behalf of the governor.

The director of the department and the state budget director are appointed by the governor. The directors, deputy directors, and staff provide program and policy direction for the department and monitor program execution to ensure efficiency and effectiveness of departmental operations. The following organizational units administer the responsibilities of the department.

Until recently, the director of the Department of Management and Budget had served concurrently as the department director and state budget director. In January 1998, the governor named a separate state budget director. The scope of the management responsibilities and Michigan's position as one of the nation's leading industrial states necessitated that the responsibilities for the budget and management functions of the department be separated.

Under the guidance of the two directors, the Department of Management and Budget continues to focus on its commitment to meet the needs of the citizens of the State of Michigan, efficiently and effectively.

Director

The *Office of Administrative Services* provides centralized financial and human resources for the department; establishes and maintains financial and human resources systems; advises departmental management on administrative problems and alternate solutions; and processes the necessary documents for financial and personnel transactions.

The *Office of Computing and Telecommunications* provides services and support to all state agencies and the department in the areas of centralized mainframe computing support for development and production systems; and design, installation, and maintenance of voice, data, video and radio networks.

The *Office of Design and Construction* is responsible for administering the state capital outlay program, which includes major construction, special maintenance and miscellaneous operating projects. The planning activities associated with these projects require professional

architectural, engineering, and project management services for state facilities; selecting and surveying sites for new state facilities; surveying and evaluating existing state buildings and recommending procedures for maintenance and repair; and reviewing plans and inspecting state facilities to assure compliance with applicable laws and regulations. The office is responsible for preparing bidding documents, reviewing bids, and making recommendations for bid awards. During construction, the office provides administration and inspection services to achieve functional and cost-effective completion of these projects.

The Office of Information Technology Solutions uses core process analysis to identify information technology and customer improvement opportunities to enable state agencies to work collaboratively on enterprisewide, information technology development efforts. It is also responsible for the development of statewide information processing and telecommunications plans, policies and standards.

The **Office of Michigan Information Network** and the *Michigan Information Network* Advisory Board were created by Executive Order No. 1995-14. The Michigan Information Network will link all public schools, community colleges, public and independent higher educational universities, and public libraries. The network will be used for remote arraignments, telemedicine, and distance learning applications.

The Office of Project Management assesses agencies' project management needs; provides direct project management assistance with reengineering efforts, resource allocation and quality assurance; establishes and maintains pre-qualified contractors to assist agencies with projects; and provides consulting services for agencies' needs.

The Office of Property Services administers, develops, and coordinates all building services in state-owned facilities (except state hospitals, institutions, and parks) including maintenance, health and safety, environmental, security, parking, and custodial. Additional functions within state-owned facilities include operation and maintenance of the physical plant and building equipment, grounds and related premises maintenance and improvements; space assignment; and design.

The **Office of Purchasing** is responsible for the procurement of supplies, materials, equipment, and services used by state agencies. The office is also responsible for executing statewide contracts and ensuring compliance with all applicable policies, procedures, and statutes. The office also extends its state purchasing services to local units of government, local school districts, intermediate school districts, nonprofit hospitals, institutions of higher education, and community and junior colleges.

The **Real Estate Division** obtains and manages contracts for all state-leased space. In addition, the division is responsible for the selling of state surplus property, the acquisition of real estate, the granting and receiving of easements, and jurisdictional transfers.

The **Office of Retirement Services** administers retirement systems encompassing employees and retirees of the public schools, the State of Michigan, state police, and judges. In addition, the office administers the state's Defined Contribution and Deferred Compensation plans. Policy direction is provided by the Judges' Retirement Board, Public School Employees' Retirement Board, State Employees' Retirement Board, and State Police Retirement Board.

The **Office of Support Services** provides state agencies with centralized office support services in the areas of print and graphic services; mail and delivery; mainframe output print services; and publishes and distributes publications. In addition, it is responsible for the disposal of surplus state property, operation of the federal surplus property program, confidential records destruction and paper recycling program, and provision of long- and short-term storage space. The office is also responsible for microfilming and records management.

The **Vehicle and Travel Services Division** controls and supervises the acquisition, operation, maintenance, repair, and replacement of state-owned vehicles, and operates the central fleet of motor vehicles used by state agencies in the conduct of state business. The office also administers travel policies, procedures and regulations.

State Budget Director

The **State Budget Director** serves as the governor's primary advisor on fiscal matters. The Office of the State Budget is responsible for developing the Executive Budget recommendation, presentation of the budget to the legislature, and implementation of the budget after enactment. The State Budget Director is appointed by the governor and is a member of the governor's cabinet. The office oversees the activities of the Budget Offices, the Office of Financial Management, the Michigan Administrative Information Network, and Michigan Information Center.

Budget is organized into the following five offices.

The *Office of Budget Development and General Government* coordinates and supports the preparation and dissemination of the executive budget, including management of information systems required to support the budget's development. The office prepares transfer and supplemental requests for submission to the legislature, and monitors their progress through the review and approval process. The office is also responsible for budgetary analysis of general government operations.

The *Office of Education and Infrastructure* has responsibility for developing and analyzing the portions of the executive budget related to education and transportation development issues. These budgets include the school aid budget for K-12, the Department of Education, state universities, financial aid, community colleges, and the Department of Transportation.

The *Office of Health and Human Services and Economic Development* is responsible for preparation of the executive budget recommendations for the health and human services and economic development areas of the state budget. This includes the Department of Community Health, the Family Independence Agency, and other health-related expenditures of state government such as health care costs for active workers, retired workers, and retired school personnel. The office also includes budgeting responsibilities for the Department of Consumer and Industry Services, the Department of Career Development, and the Michigan Strategic Fund Agency.

The *Office of Public Protection and Resources* is responsible for the preparation of the executive recommendations for the criminal justice and environmental and resource management components of the state budget. These areas include the Departments of Corrections, Military and Veterans Affairs, State Police, and the Judiciary branch. The office also develops recommendations for the Departments of Natural Resources, Environmental Quality, and Agriculture.

The *Office of Planning and Local Government Claims* provides staff support to the Local Government Claims Review Board, prepares the executive budget recommendation for the state revenue sharing program, and develops and analyzes budgetary issues affecting local governments. The office serves as liaison with other agencies on legal issues and conducts various planning and administrative management activities on behalf of the State Budget Office.

The *Office of Financial Management* has overall responsibility for the state's accounting and payroll functions and related systems. The office is responsible for performing central accounting and payroll control activities; developing and issuing statewide financial management and accounting policies; maintaining the central vendor/payee file; advising state agencies on the application of generally accepted accounting principles and the use of the state accounting system; maintaining a comprehensive system of internal controls in the management of the state's financial affairs; monitoring compliance by agencies with state accounting policies; and preparing periodic financial reports, including the *State of Michigan Comprehensive Annual Financial Report (SOMCAFR)*.

The *Michigan Administrative Information Network (MAIN)* is responsible for the operation of an integrated, automated accounting, financial management, and personnel and payroll system for the State of Michigan.

The *Michigan Information Center* provides user consultation regarding data availability and applicability, as well as training activities for its Michigan State Data Center Program (MSDCP) state affiliate network. The Michigan Information Center focuses on Michigan data, as well as receiving and archiving census data for the region, other states, and the nation. It also produces and analyzes population statistics, and coordinates the acquisition, processing, and dissemination of census and population information to meet data needs in the state. The Michigan Information Center specializes in Geographic Information Systems (GIS) and computer mapping technologies.

Office of Children's Ombudsman

The *Office of Children's Ombudsman* was created by Act 204 of 1994 as an autonomous entity within the Department of Management and Budget. The Ombudsman is appointed by, and serves at the pleasure of, the governor. The Office of Children's Ombudsman was created as a means of monitoring and ensuring compliance with relevant statutes, rules, and policies pertaining to children's protective services and the placement, supervision, and treatment of children in foster care and adoptive homes.

Michigan Economic Development Corporation

The Michigan Economic Development Corporation (MEDC) is a partnership between the state and local communities. The president and chief executive officer of the corporation is hired by the Executive Committee of the MEDC board.

The Michigan Economic Development Corporation promotes smart economic growth by developing strategies and providing services to create and retain good jobs and a high quality of life.

Business Development: Economic development services are available to assist companies expanding or locating in Michigan. They include site location, site development and infrastructure, business finance, tax incentives and abatements as well as worker recruitment and job training. MEDC account managers visit 5,000 companies each year to proactively assess business needs.

Business Serivces: A wide range of economic development services are available to assist businesses at every stage of a location or expansion, from finding the site to recruiting and training employees. Staff members can help with planning or technology consulting required for major improvements. They can also provide resources for site development, or facilitate taxable and taxexempt revenue bond funding. This unit also works to develop Michigan's tax-free Renaissance Zone and state-of-the-art high-technology parks called SmartZones.

Emerging Business Sector Development: Three sectors have been targeted that will greatly impact if not transform the state's economy: life sciences, information technology and advanced manufacturing. These sectors are targeted for special initiatives to foster their growth and development, including a \$1 billion Life Sciences Corridor initiative.

Economic Policy: The MEDC serves as a "think tank" by conducting studies and surveys, researching economic development alternatives and developing cutting-edge proposals to help inform and guide state and local policymakers.

Marketing: The MEDC has some of the most aggressive promotional efforts of any state economic development organization today. This includes a worker recruitment campaign designed to connect college graduates in technical fields with the Michigan businesses that need these highly skilled workers.

Travel Michigan: This unit works in every way possible to give a positive impression of Michigan by planting greenways on our urban freeways, rebuilding welcome centers on major highways and opening a world-class midfield terminal at Detroit Metro airport.

Office of the State Employer

The Office of the State Employer was created by Executive Order No. 1988-6 within the Department of Management and Budget. The director of the office is appointed by and serves at the pleasure of the governor. The office carries out the central labor relations responsibilities as the employer of the state classified work force; and represents the governor, the executive branch departments and agencies, and the legislative auditor general in all employee relations matters. The office also administers employee benefits programs for classified and unclassified state employees and retirees, including administration of life, health, vision, and dental insurance plans; flexible spending accounts; and continuation of insurance coverage. The office provides health screenings to state employees, retirees, and their spouses who are enrolled in the State Health Plan; and administers the state's Quality Recognition System. The office is also responsible for all activities associated with workers' compensation, long-term disability, disability management, return to work, safety and health, health promotion, and employee services.

STATE ADMINISTRATIVE BOARD

JOHN M. ENGLER, Governor, Chairperson RICHARD POSTHUMUS, Lieutenant Governor CANDICE S. MILLER, Secretary of State JENNIFER M. GRANHOLM, Attorney General Douglas B. Roberts, State Treasurer

THOMAS D. WATKINS, JR., Superintendent of Public Instruction, Department of Education

The State Administrative Board was created by Act 2 of 1921. The board exercises general supervisory control over the functions and activities of all administrative departments, boards, commissions, and officers of the state and of all state institutions. In addition, the board, through subsequent legislation, has many statutory responsibilities, including the approval of contracts and leases, investment of funds, travel regulations, and settlement of small claims against the state.

STATE BUILDING AUTHORITY **BOARD OF TRUSTEES**

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	Term expires
ROBERT C. CARR, Okemos	Aug. 21, 2003
CARL M. EVANS, Commerce	Aug. 21, 2001
RHONDA K. GRANT, Eaton Rapids	Aug. 21, 2005
ROBERT M. RASMUSSEN, Grand Rapids	Aug. 21, 2002
DONALD EUGENE SNIDER, West Bloomfield	Aug. 21, 2000

The State Building Authority was created by Act 183 of 1964, as amended. The authority is responsible for the construction or acquisition of facilities for use by the state and its agencies, through the issuance of lease revenue bonds. The bonds are retired through rent payments made by the state and other pledged resources. Bonds have been issued to provide needed capital outlay projects for higher education, community health, corrections, and general governmental functions. The program is also responsible for risk management activities.

The 5 members of the board are appointed by the governor, with the advice and consent of the senate, to serve 4-year terms. Upon expiration of a term, a member may continue to serve until a successor is appointed.

ENTERPRISE ZONE AUTHORITY

DOUG ROTHWELL, President and CEO, Michigan Economic Development Corporation

Act 224 of 1985 created the Enterprise Zone Authority to advise on activities designed to promote economic growth and encourage private investment, job creation, and job upgrading for residents in local government units that are designated as state enterprise zones.

Enterprise zones are intended for areas sustaining severe economic depression. Seven governmental units are eligible to establish enterprise zones: Detroit, Muskegon, Muskegon Heights, Flint, Mount Morris Township and certain geographic areas in Lake and Clare counties. Businesses locating in these zones are eligible for property tax reductions.

LOCAL GOVERNMENT CLAIMS REVIEW BOARD

Local Units of Government	Term expires
NANCY CRANDALL, Norton Shores	March 26, 2002
MARY HELMBRECHT, Haslett	March 26, 2003
JACK HORTON, Lowell	March 26, 2002
VACANCY	
General Public	
A. THOMAS CLAY, Williamston	March 26, 2002
MICHAEL MAXFIELD, Birmingham	March 26, 2004
JOHN PIRICH, East Lansing	March 26, 2004
STANLEY D. STEINBORN, East Lansing (Chair)	March 26, 2003
TIMOTHY WARD, Okemos	March 26, 2003

The Local Government Claims Review Board, appointed in accordance with Act 101 of 1979, implements Section 29 of the tax limitation amendment to the Michigan Constitution approved by Michigan voters in November of 1978. The board assists the State Budget Director in the administration of Act 101. It hears and decides on disputed claims brought by local units of government for costs of state requirements.

The appointments of the 9-member board are for staggered terms and are subject to Senate confirmation. Not fewer than 4 members must represent local government.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION **EXECUTIVE COMMITTEE**

Term expires
John M. Engler, Governor April 5, 2007
Appointed by the Governor
DAVID BRANDON, Domino's Pizza, Inc April 5, 2007
JOHN W. Brown, Stryker Corporation April 5, 2008
JOANN CRARY, Saginaw Future Inc April 5, 2007
MATTHEW P. CULLEN, General Motors Corporation April 5, 2008
FACUNDO DEL VALLE BRAVO, UniBoring, Inc April 5, 2004
C. Beth DunCombe, Detroit Economic Growth Corporation April 5, 2002
HAYDEN HARRIS, EDF Ventures April 5, 2002
DEWITT J. HENRY, Department of Jobs
and Economic Development April 5, 2004
Paul Hillegonds, Detroit Renaissance April 5, 2002
MIKE JANDERNOA, Perrigo Company April 5, 2007
BIRGIT M. KLOHS, The Right Place Program April 5, 2008
DAVID L. PORTEOUS, Porteous & White, P.C April 5, 2002
PHILIP H. POWER, HomeTown Communications Network April 5, 2008
IRVIN D. REID, Wayne State University April 5, 2004
S. Martin Taylor, DTE Company
Peter S. Walters, Guardian Industries Corporation April 5, 2007

The Michigan Economic Development Corporation Executive Committee's role is to help shape strategic priorities, to constantly assess Michigan's business and community environment and provide feedback to staff, and to represent the state at various functions.

MICHIGAN ECONOMIC GROWTH AUTHORITY

General Public	Term expires
ELIZABETH A. CHAPPELL, Bloomfield Hills	April 18, 2003
CRAIG DENOOYER, Portage	April 18, 2003
SARAH DESONE-FRIED, Birmingham	April 18, 2003
TIM WARD, Lansing	April 18, 2003

ex officio

Gregory Rosine, Director, Department of Transportation
Duane E. Berger, Director, Department of Management and Budget
Douglas B. Roberts, State Treasurer, Department of Treasury
Doug Rothwell, President and CEO, Michigan Economic Development Corporation

The **Michigan Economic Growth Authority (MEGA)** was created by Act 24 of 1995. The MEGA program provides incentives in the form of tax credits to selected businesses that are expanding in Michigan or relocating to Michigan from another state. The MEGA board has the authority to grant tax credits of up to 25 eligible businesses each year. The businesses must meet specific criteria.

JUDGES' RETIREMENT BOARD

General Public	Term expires
ERIC E. DOSTER, East Lansing	. March 31, 2003
ROBERT RANSOM, Flushing	. March 31, 2005
Lyle Van Houten, Dearborn Heights (Chair)	. March 31, 2003

ex officio

DOUGLAS B. ROBERTS, State Treasurer JENNIFER M. GRANHOLM, Attorney General

The **Judges' Retirement Board** provides policy direction pursuant to 1992 Act 234. The Judges' Retirement System provides for a retirement system for members of the supreme court, court of appeals, circuit courts, district courts, and certain state officials.

The board members are appointed by the governor with the advice and consent of the Senate, to serve for 4-year terms. Upon expiration of a term, a member may continue to serve until a successor is appointed.

MICHIGAN PUBLIC SCHOOL EMPLOYEES' RETIREMENT BOARD

	Term expires
LINDA S. ADAMS, Farmington Hills	. March 30, 2002
SUSAN BOLTON, Bath	. March 30, 2005
MICHAEL E. CASSADY, Clinton Township	. March 30, 2004
JOHN L. COOK, DeWitt	. March 30, 2003
LEON HANK, Holt	. March 30, 2005
JEFFREY S. HOFFMAN, Farmington Hills	. March 30, 2002
MICHAEL R. MEYER, LaSalle	. March 30, 2004
GAIL NUGENT, Frankfort	. March 30, 2005
DIANA R. OSBORN, Muskegon (President)	. March 30, 2005
Marsha C. Smith, Grand Ledge	. March 30, 2005
VACANCY	

ex officio

THOMAS D. WATKINS, Jr., Superintendent of Public Instruction, Department of Education

The Michigan Public School Employees' Retirement Board provides policy direction pursuant to 1980 Act 300. The Michigan Public School Employees' Retirement System provides for a retirement system and health insurance benefits for public school, community college and certain university

The board members are appointed by the governor, with the advice and consent of the senate, to serve for 4-year terms. Upon expiration of a term, a member may continue to serve until a successor is appointed, but not to exceed 4 years.

MICHIGAN STRATEGIC FUND BOARD OF DIRECTORS

Private Sector	Term expires
FACUNDO DEL VALLE BRAVO, Howell	Dec. 31, 2004
LINDA JOLICOEUR, Farmington Hills	
JEFFREY A. KACZMAREK, Lansing	Dec. 31, 2002
MARGARET O'RILEY, Lansing	t pleasure of Governor
Recommended by the Senate Majority Leader	
Recommended by the Senate Majori	ty Leader
Recommended by the Senate Majoria Larry Moeller, Sr., Port Huron.	v
	Dec. 31, 2002

Appointed by the Governor

Doug Rothwell, President and CEO, Michigan Economic Development Corporation

ex officio

DOUGLAS B. ROBERTS, State Treasurer, Department of Treasury DUANE E. BERGER, Director, Department of Management and Budget

The Michigan Strategic Fund was created by Public Act 270 of 1984. The fund serves as the state's lead business development finance agency. Of the 9 board members, 3 private sector members from the academic, business and financial sector are appointed by the governor, with the advice and consent of the senate, to serve 3-year terms. One member each is appointed by the senate majority leader and the speaker of the house of representatives. Upon expiration of a term, a member may continue to serve until a successor is appointed. Two members serve by virtue of their positions in state government and 2 members are appointed by the governor to serve as president and vice president, at the pleasure of the governor.

MICHIGAN TRAVEL COMMISSION

Private Sector	Term expires
TODD V. CALLEWAERT, Mackinac Island	. Aug. 20, 2003
Frederick Feliciano, Detroit	. Aug. 20, 2005
JENNIFER M. FISCHER, Orchard Lake	. Aug. 20, 2005
Andrew McLemore, Jr., Detroit	. Aug. 20, 2003
Terry Schieber, Bellaire	. Aug. 20, 2004
Paul Ungrodt, Jr., Ann Arbor	. Aug. 20, 2002
Small Business	
James M. Garavaglia, Detroit	. Aug. 20, 2005
JILL P. HAZEL, Sault Ste. Marie	. Aug. 20, 2004
Daniel Trotochaud, Marquette	. Aug. 20, 2003
Jeffrey J. Tuma, Mt. Pleasant	. Aug. 20, 2004

MICHIGAN TRAVEL COMMISSION (Cont.)

Travel Industry	Term expires
Steve Hamp, Dearborn	. Aug. 20, 2005
JON R. NUNN, Grand Rapids	. Aug. 20, 2002
Annette Rummel, Frankenmuth	. Aug. 20, 2002

Act 145 of 1975 created the **Michigan Travel Commission**. The governor appoints the 13 commission members, with the advice and consent of the senate, to serve 4-year terms. Upon expiration of a term, a member may continue to serve until a successor is appointed. The Michigan Travel Commission is Travel Michigan's policy and advisory board responsible for developing policy and guidelines for the state's promotional program.

Travel Michigan, along with the advice and guidance of the Michigan Travel Commission, conducts major promotion programs through the U.S. and internationally to market Michigan as a major travel destination.

STATE EMPLOYEES' RETIREMENT BOARD

Employee Members	
	Term expires
JANET M. McClelland, Lansing	July 31, 2002
JANINE M. WINTERS, Okemos	July 31, 2003
State Retirees	
DOUGLAS DRAKE, Lansing	July 31, 2004
JOHN REURINK, Grand Ledge	July 31, 2003

ex officio

JENNIFER M. GRANHOLM, Attorney General DOUGLAS B. ROBERTS, State Treasurer JAMES S. NEUBECKER, Deputy Auditor General, Chair FRANK M. FITZGERALD, Commissioner of Insurance JOHN F. LOPEZ, State Personnel Director

The **State Employees' Retirement Board** provides policy direction pursuant to 1943 Act 240. The State Employees' Retirement System provides for a retirement system and health insurance benefits for all employees of the state, including employees of the legislative and judicial branches.

The board members are appointed by the governor to serve for 3-year terms.

STATE POLICE RETIREMENT BOARD Officer Member of Retirement System:

officer member of Retirement System,		
Rank of Sergeant or Below	Term expires	
RICHARD HALE, Charlotte	. Dec. 31, 2003	
Officer Member of Retirement System; Rank of Lieutenant or Above		
Brian E. Ray, Mattawan	. Dec. 31, 2004	
Retirant		
James R. Snody, Jr., Charlotte	. Dec. 31, 2002	
Member with Experience in Insurance, Actuarial, or Institutional Investment Field; Not an Employee of Department of State Police or Member or Retirant of the System		
KENNETH HARB, Livonia	. Dec. 31, 2003	

STATE POLICE RETIREMENT BOARD (Cont.)

ex officio

Col. Stephen D. Madden, Director, Department of State Police JENNIFER M. GRANHOLM, Attorney General Douglas B. Roberts. State Treasurer JAMES S. NEUBECKER, Deputy Auditor General, Chair JANINE M. WINTERS, Director, Office of State Employer, Department of Management and Budget

The State Police Retirement Board provides policy direction pursuant to 1986 Act 182. The State Police Retirement System provides for a retirement system and health insurance benefits for state police officers who have subscribed to the constitutional oath of office.

The board members are appointed by the governor to serve for 3-year terms.

MICHIGAN VETERANS' MEMORIAL PARK COMMISSION

General Public	Term expires
GAIL ANTHONY, Sparta	. Dec. 18, 2004
CHARLES MERZ, Grosse Pointe Park	. Dec. 18, 2004
THOMAS MULLANEY, Alpena	. Dec. 18, 2005
JON MURRAY, Okemos	. Dec. 18, 2003
CHAPLAIN ALFONSO TODD, Jr., Saginaw	. Dec. 18, 2003

Department Director or Designee

DUANE E. BERGER, Director, Department of Management and Budget MAJOR GENERAL E. GORDON STUMP, Director, Department of Military and Veterans Affairs and Adjutant General of Michigan

The Michigan Veterans' Memorial Park Commission was created in the Department of Management and Budget by Executive Order No. 2001-10 to oversee the completed Vietnam Memorial Monument and the Michigan Veterans' Memorial Park. The commission consists of 7 members. Five are members of the general public appointed by the Governor to serve 3-year terms, and the remaining 2 are the directors or directors' designees of the Department of Military and Veterans Affairs and the Department of Management and Budget.